

Processing and Notifications of Alleged Institutional Abuse/Neglect

Rhode Island Department of Children, Youth and Families

Policy: 500.0060

Effective Date: July 7, 1984

Revised Date: December 9, 2011

Version: 5

Institutional child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of eighteen or under the age of twenty one if the child is in the care of the Department by a person, including any employee of a residential facility or any staff person providing out-of-home care who is responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term encompasses both acts and omissions on the part of a responsible person. All persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth and Families.

A person responsible for a child's welfare, for the purposes of this policy, includes the child's foster parent, an employee of a public or private residential home or facility or other person legally responsible for the child's welfare in a residential setting, or any staff person providing out-of-home care. Out-of-home care also includes child day care (family day care, group day care and center-based day care).

The Department is a firmly committed to the confidentiality of information received on all abuse and neglect allegations and investigation. The Department places strong emphasis on protecting the privacy of the individual under investigation while disseminating specific information regarding the allegations and investigation to Department staff who have a need to know it to protect the best interests of the child involved in the investigation.

Related Procedure

[Processing and Notifications of Alleged Institutional Abuse/Neglect](#)

Related Policy

[Information/Referral Reports](#)

Processing and Notifications of Alleged Institutional Abuse/Neglect

Procedure from Policy 500.0060: Processing and Notifications for an Alleged Institutional Abuse/Neglect

I. Information/Referral Reports

- A. A concern that is reported to the Child Protective Services (CPS) Hotline that concerns the well being of a child but does not meet the criteria for investigation is processed in conformance with DCYF Policy 500.0040, Information/Referral Reports.
 - 1. The Call Floor Supervisor sends an E-mail message to licensing and the active worker(s).
 - 2. No verbal or written notification of the report is required for the Child Advocate.

II. Child Protective Service Calls

- A. Child Protective Service calls, notification of investigation are as follows:
 - 1. Foster Homes:
 - a. The CPS report is completed and forwarded by the Call Floor worker to the Call Floor Supervisor.
 - b. The Call Floor Supervisor accepts the CPS report and creates a case or links the report to an existing case. The case is assigned to the Investigative Unit for initiation of an investigation.
 - c. The Office of the Child Advocate (OCA) is assigned to the case in RICHIST.
 - 2. Day Care Homes:
 - a. The CPS report is completed and forwarded by the Call Floor Worker to the Call Floor Supervisor.
 - b. The Call Floor Supervisor accepts the CPS report and creates a case or links the report to an existing case. The case is assigned to the Investigative Unit for initiation of an investigation.
 - c. The Office of the Child Advocate (OCA) is assigned to the case in RICHIST.
 - 3. Residential Facilities
 - a. The facility director or his/her designee must be verbally notified of all reports alleging institutional abuse/neglect:
 - (1) The Child Protective Investigator (CPI) assigned to the investigation calls the Executive Director/designee at the initiation of a child abuse/neglect investigation. The CPI reads the narrative on the CPS report to the Executive Director/designee, excluding any reference(s) to the identity of the reporter.
 - (2) If the Executive Director is not available, the CPI asks to speak to the designee. If no Assistant Director is available, the staff person will be requested to contact an Assistant Director and have him/her call the CPI. If no call back is received, the CPI proceeds in accordance with Departmental policy.
 - b. The CPI records the date, time of notification, and person notified in a Case Activity Note.
 - c. If the scope of an investigation is significantly broadened during the course of an investigation, the CPI informs the Executive Director/designee and keeps him/her aware of major developments in the case.
 - 4. Day Care Centers - The day care centers are not notified of reports alleging abuse/neglect.

5. Training School:
 - a. The assigned CPI makes an initial attempt to interview appropriate staff or to schedule a definitive date and time for such interview to occur.
 - b. In the event that such initial attempt does not result in either an interview being conducted or a definitive date and time for an interview being scheduled, the CPI immediately contacts the Superintendent.
 - c. In the event that the staff person to be interviewed is an alleged perpetrator, the Superintendent and the CPI agree upon an interview time and date when the employee is scheduled to work. The Superintendent sends to the employee by certified mail, return receipt requested, a Letter of Notification.
 - d. In the event that the employee fails to appear for the scheduled interview, the CPI completes his/her investigation and arrives at his/her conclusions without the input of the alleged perpetrator.
 - e. In the event that the staff person to be interviewed is a witness, the Superintendent and the COI agree upon an interview time and date when the employee is scheduled to work. The Superintendent sends to the employee by certified mail, return receipt requested, a Letter of Notification.

III. Notification of Results – Indicated and Unfounded

- A. Foster Homes
 1. An E-mail message is automatically sent to the Licensing Supervisor, Licensing Worker and the primary worker(s). The report can be accessed online.
 2. A CPS Report Notification is sent to the foster parents with the results of the investigation.
- B. Residential Facilities (other than RI Training School):
 1. An E-mail message is automatically sent to the Licensing Supervisor, Licensing Worker, Children's Behavioral Health worker and the primary worker. The report can be accessed online.
 2. The CPI provides the facility director with notification of the results of the investigation documenting whether allegations were Indicated or Unfounded.
- C. Day Care Providers:
 1. An E-mail message is automatically sent to the Licensing Supervisor, Licensing Worker and the OCA. The report can be accessed online.
 2. The CPI gives the provider and the subject of the investigation written notification of the results of the investigation documenting whether allegations were Indicated or Unfounded.
- D. RI Training School:
 1. CPI forwards a copy of the CPS Report to the Superintendent or designee.
 2. Superintendent has access to review and/or authority to designate the Deputy Superintendent to review the full record of investigation in CPS. Access to review the full record is limited to the Superintendent and Deputy Superintendent.
 3. The Superintendent or designee provides the employee under investigation with notification of the results of the investigation.
 4. Inspector forwards a copy of the completed investigation to the Office of the Child Advocate via interdepartmental mail.